



## **WCA Cockermouth Limited**

### **Policy on Health, Safety & Welfare**

10<sup>th</sup> January 2024

WCA Cockermouth Limited (“WCA”) recognises and accepts, as far as is reasonably practicable, its responsibility for providing a safe and healthy environment for all its residents, employees, contractors and other visitors to Wordsworth Court under relevant legislation and common law duties of care, and in particular to:

- Take reasonably practicable steps to safeguard the health, safety and welfare of everyone on the premises;
- Provide adequate working conditions for employees with proper facilities to safeguard the health and safety and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with WCA in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure that the provision and maintenance of plant, equipment and systems of work are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to help everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to any person who has particular health and safety responsibilities;
- Make safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise;
- Make suitable and sufficient assessments of health and safety risks;
- Provide information to contractors of any risks to which their workers may be exposed while at Wordsworth Court.

This policy statement and/or the procedures for its implementation may be altered at any time by the WCA Board of Directors (“the Board”). The statement and the procedures may be reviewed annually at WCA’s Annual General Meeting of Shareholders.

## **WCA's Statutory Duties**

WCA will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant/machinery is safe and safe systems are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give employees H&S information, instruction, training and supervision.

In particular, WCA will, in partnership with its property management contractor:

- Periodically assess the risks to health and safety of its employees;
- Make arrangements for implementing any health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Make this policy statement available to employees and contractors;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up relevant emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that Wordsworth Court satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and sanitary;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

## **Statutory Duties of WCA's employees**

Employees also have legal duties, and WCA requests any non-employed (contracted or voluntary) persons to observe these duties too. They include the following:

- Take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;

- Co-operate with WCA on health and safety;
- Use work items provided by WCA correctly, including personal protective equipment, in accordance with training or instructions;
- Not interfere with or misuse anything provided for health, safety and welfare purposes;
- Report at the earliest opportunity injuries, accidents or dangerous occurrences, including those involving the public and participants in activities organised by WCA;

### **Policies for Visitors & Contractors**

On arrival all visitors should contact the resident they have come to see or the Estate Manager. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Estate Manager who will investigate and report to the WCA Board.

### **Organisation of Health and Safety**

The Board has contracted Rowan Building Management Limited (“Rowan”) to:

- Have a broad overview of Health and Safety matters;
- Keep WCA’s Health and Safety policy and procedures under review;
- Conduct safety tours of the premises as needed;
- Ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations);
- Take such action as may be required to ensure that WCA’s responsibilities for Health and Safety are fulfilled;
- Report to the WCA Board on these responsibilities.

Contractors working in the building should report to Rowan any concerns relating to their own safety or suspected unsafe working practices who will investigate and report to the WCA Board.

### **Safety Tours**

Rowan shall carry out inspections of Wordsworth Court and make a report to the next ordinary meeting of the WCA Board. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident File.

## **Health and Safety Rules**

Employees and contractors must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the WCA Board may publish from time to time.

## **Accident Forms and Book**

Any injury suffered by a worker or visitor in the course of employment or otherwise at Wordsworth Court must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by WCA and Rowan.

## **Fire Precautions**

All personnel must familiarise themselves with fire procedures and follow the directions of WCA in relation to fire.

## **Safety Clearways**

Corridors, stairways, lift entrances and doorways must be kept free of obstructions and properly lit.

## **Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorised by the WCA Board and any directions for their use must be followed precisely.

## **Maintenance**

Defective equipment, furniture and structures must be reported without delay.

## **Hygiene and Waste Disposal**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

## **Alcohol, Drugs and Tobacco**

Smoking and use of drugs and alcohol within Wordsworth Court's communal areas is prohibited. Moderate amounts of alcohol may be consumed on pre-arranged occasions approved by the WCA Board, such as planned social events.

## **First Aid and Accident Reporting**

The First Aid Box is provided in the Kitchen.

In the event of an injury or illness ring for an ambulance directly. To call an ambulance – dial 999 and ask for an ambulance.

All accidents must be reported to the WCA Board immediately or as soon as practicable. All accidents must be entered on an accident form, available from the Estate Manager.

The WCA Board and Rowan will investigate incidents and accidents, writing a detailed report for the WCA to consider and actions necessary to prevent recurrence.

## **Fire Drills and Evacuation Procedures**

### *Fire Drills*

All employees and volunteers must know the fire procedures, position of fire appliances and escape routes.

The fire alarm points, fire exits and emergency lighting system will be tested by the Estate Manager at regular intervals and recorded.

The Estate Manager will arrange for the fire alarm to be tested weekly and entered in the logbook. A “Stay-Put” policy is in place in the event of the fire alarm triggering until the Fire Service has checked the building and given the all-clear.

### **In the event of Fire**

Persons discovering a fire should sound the nearest alarm;  
The first duty is to notify residents to stay in their apartments.  
The published fire alarm procedure must be followed at all times.

### **General Fire Precautions**

All thoroughfares and exits must be left clear at all times;  
Corridors and fire exits must not be blocked by furniture or equipment;  
Vehicles must not be parked unattended near to the building so as to cause any obstruction or hazard;

Hazards or suspected hazards or other health and safety matters should be reported to the Estate Manager or Rowan immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be

taken to protect or clear the area to prevent injury to residents, staff or other users.